THE LAYMAN'S GUIDE TO SECURITY HQMC

January 2001

Administrative Security Branch (AR

MMANDANT OF THE MARINE CORPS (AI
HQMC, 2 NAVY ANNEX
WASHINGTON, DC 20380-1775
DSN 224-2320/3609/2305/2154
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DSN: 227-4398

Purpose

This Layman's Guide to Security describes some of the basic procedures that you should be aware of while stationed at Headquarters Marine Corps. The procedures described within are not all encompassing. We have included only those that are commonly associated with each particular security area. For more detailed information contact your respective Agency's Security Manager and/or Assistant Security Manager or Headquarters Marine Corps Security Branch (ARS) at 614-2320. We encourage you to use this guide as an introduction to security or as a refresher/reminder The handling of classified information and the physical protection of our Marines, Sailors, and Civilian Marines are our number one priorities.

LEO J. KELLY
Director of
Administration and Resource
Management Division

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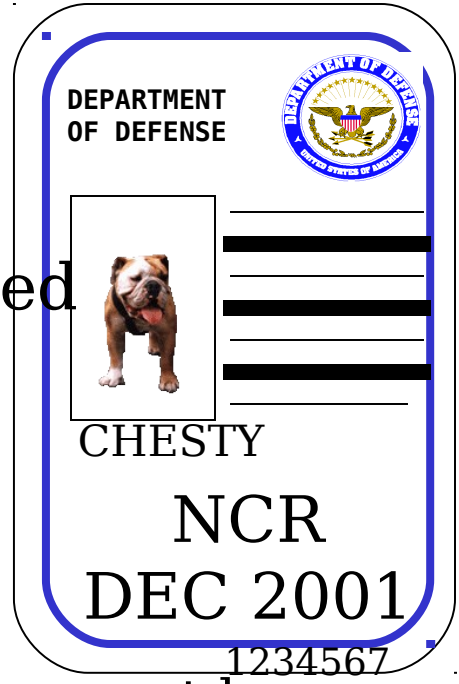
DOD BADGES

Request for DOD badges are submitted through the HQMC Security Database HQIDB003.

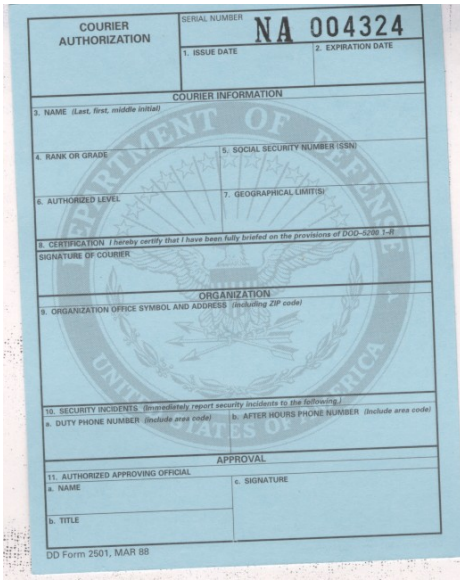


DOD military and civilians must have a SECRET clearance to obtain a DOD Badge Personnel must submit an Electronic Pers Security Questionnaire to obtain a clearan if required.

National Capital Region badges must have written justification prior to approval.

General Officers/Senior Executive Service Members, Executive Assistants, and Deput are automatically authorized NCR Badges. Coordinate with ARS to expedite the hand of General Officers/Senior Executive Servic Members prior to issuance.

COURIER CARDS



COURIER AUTHORIZATION

SERIAL NUMBER NA 004324

1. ISSUE DATE | 2. EXPIRATION DATE

COURIER INFORMATION

3. NAME (Last, first, middle initial)

4. RANK OR GRADE | 5. SOCIAL SECURITY NUMBER (SSN)

6. AUTHORIZED LEVEL | 7. GEOGRAPHICAL LIMITS)

8. CERTIFICATION I hereby certify that I have been fully briefed on the provisions of DOD-5200.1-R

SIGNATURE OF COURIER

ORGANIZATION

9. ORGANIZATION OFFICE SYMBOL AND ADDRESS (Including ZIP code)

10. SECURITY INCIDENTS (Immediately report security incidents to the following:)

a. DUTY PHONE NUMBER (Include area code) | b. AFTER HOURS PHONE NUMBER (Include area code)

APPROVAL

11. AUTHORIZED APPROVING OFFICIAL

a. NAME | c. SIGNATURE

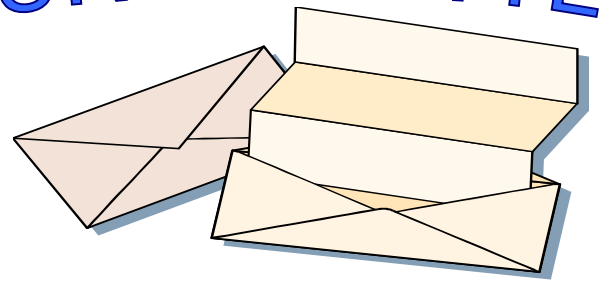
b. TITLE

DD Form 2501, MAR 88

Submit courier card request to AR
from the section)
ARS will verify clearance
ARS will prepare courier card
Requestor will read then sign
courier card agreement
Requestor will sign courier card lo
ARS will issue courier card to pers

NOTE: ONLY THE PERSON
DESIGNATED ON THE CA
CAN RECEIPT FOR THAT
CARD.

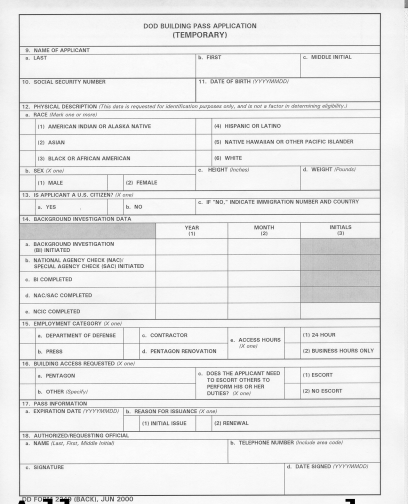
CONTRACTOR COURIER LETTERS



Contractors must identify the need to cou
classified information in the performance
in the contract.

A courier letter on company letterhead is
for contractors. The company's Facility S
Officer (FSO) is responsible for issuing th
letter. A copy will be forwarded to the De
Protective Service (DPS) to be used for
verification.

Per the Navy Industrial Security Program
Manual (NISPOM), DOD Courier Cards w
issued to contractors. There are no waiv
policy.



DOD BUILDING PASS APPLICATION
(TEMPORARY)

9. NAME OF APPLICANT
a. LAST | b. FIRST | c. MIDDLE INITIAL

10. SOCIAL SECURITY NUMBER | 11. DATE OF BIRTH (YYYYMMDD)

12. PHYSICAL DESCRIPTION (This data is requested for identification purposes only, and is not a factor in determining eligibility.)
a. RACE (Mark one or more)
(1) AMERICAN INDIAN OR ALASKA NATIVE
(2) ASIAN
(3) BLACK OR AFRICAN AMERICAN
(4) HISPANIC OR LATINO
(5) NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
(6) WHITE
b. SEX (X one) (1) MALE (2) FEMALE
c. HEIGHT (Inches)
d. WEIGHT (Pounds)

13. IS APPLICANT A U.S. CITIZEN? (X one)
a. YES
b. NO
c. IF "NO," INDICATE IMMIGRATION NUMBER AND COUNTRY

14. BACKGROUND INVESTIGATION DATA

	YEAR (1)	MONTH (2)	INITIALS (3)
a. BACKGROUND INVESTIGATION (BI) INITIATED			
b. NATIONAL AGENCY CHECK (NAC) SPECIAL AGENCY CHECK (SAC) INITIATED			
c. BI COMPLETED			
d. NAC/SAC COMPLETED			
e. NCIC COMPLETED			

15. EMPLOYMENT CATEGORY (X one)
a. DEPARTMENT OF DEFENSE
b. PRESS
c. CONTRACTOR
d. PENTAGON RENOVATION
e. ACCESS HOURS (X one) (1) 24 HOUR (2) BUSINESS HOURS ONLY

16. BUILDING ACCESS REQUESTED (X one)
a. PENTAGON
b. OTHER (Specify)
c. DOES THE APPLICANT NEED TO ESCORT OTHERS TO PERFORM HIS OR HER DUTIES? (X one) (1) ESCORT (2) NO ESCORT

17. PASS INFORMATION
a. EXPIRATION DATE (YYYYMMDD)
b. REASON FOR ISSUANCE (X one) (1) INITIAL ISSUE (2) RENEWAL

18. AUTHORIZED REQUESTING OFFICIAL
a. NAME (Last, First, Middle Initial)
b. TELEPHONE NUMBER (Include area code)
c. SIGNATURE
d. DATE SIGNED (YYYYMMDD)

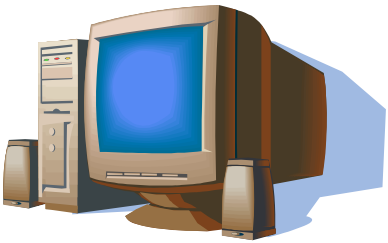
DD FORM 2249 (BACK), JUN 2000

All personnel are required to have a prope
when transporting government property in
of DOD buildings.

Consolidated Memorandum Receipt (CMR
Responsible Officer (RO) for each agency
sign a property pass.

Maximum time for a property pass is 6 mo
Passes exceeding this time frame will be
confiscated.

After hours, weekends, and holidays the S
is authorized to sign property passes. Pers
requesting a property pass will be entered
SDNCO log by name/SSN and a brief desc
equipment will be documented for account
and control.



Electronic Personnel Security Questionnaire (EPSQ).

This electronic program has been approved for t submission of clearance investigations and perio reinvestigations submitted to the Defense Secur (DSS) for processing by the Department of Defe copy investigations will be returned by DSS with

Agency's Security Manager and Assistant Securi Manager can assist in processing security clearа packages.

Defense Security Service (DSS) is responsible fo Top Secret investigations and Secret investigatio personnel who lived or served overseas.

Office of Personnel Management (OPM) is respo handles all other Secret and Confidential investi

CHECK-IN/OUT PROCEDURES

ARS, Room 1124, Navy Annex

CHECK-IN

Clearance verification
DOD Badge issuance
Courier Card issuance
Inbrief (sign HQ512 form)

CHECK-OUT (LAST DAY)

DOD Badge turn-in
Courier Card turn-in
Foreign Travel Brief (overseas tou
Debriefing (sign statement on HQ512 form)

NAVMC HQ Form 512 (Classified Inform Access Authorization) is used to initiate document an individual's authorization t classified information at Headquarters M Corps

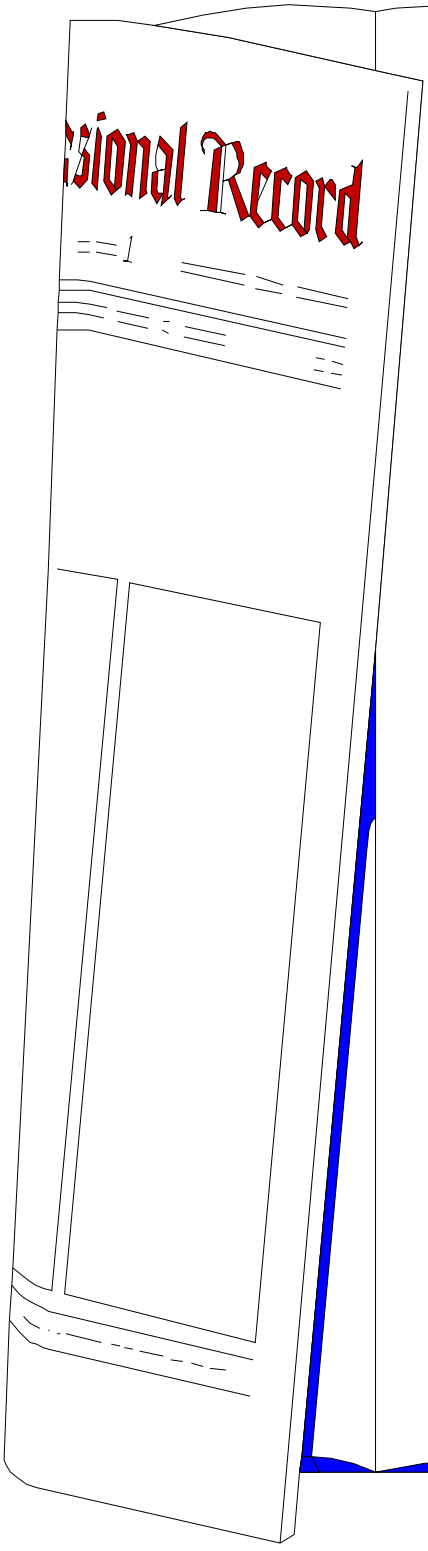
SECURITY MANAGER'S NOTES

The purpose of a Security Manager’s Note is to provide new information or dissemin policy changes.

Location: SERVER - HQIDB003

CARRYS THE WEIGHT OF AN ORDER.
SIGNED BY THE DIRECTOR OF ARDI

Location: SERVER – HQIDB0



SECURITY NEWSLETTER

Published quarterly t
all security managers
electronically.

Provides security
awareness informatic
on the following topic

- Antiterrorism and Force Protection
- Physical Security
- Information Security
- Personnel Security
- Policy
- CE Briefs

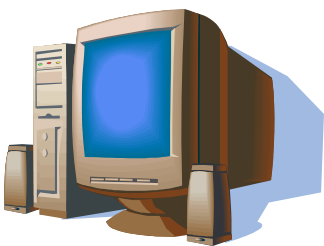
AUTOMATED SECURITY CONTROL PROGRAM (ASCP)

ASCP was implemented in 1997 as the au system for accountability and control of c information at HQMC. All agencies are r to utilize ASCP. Security Manager's Note provides guidance.

All classified information regardless of m required to be entered into ASCP. Workin are entered into ASCP on the 181st day.

Each Agency's Security Manager and Ass Security Manager are authorized to enter into ASCP.

Pickups are done daily from room 2107, I by a designated courier.



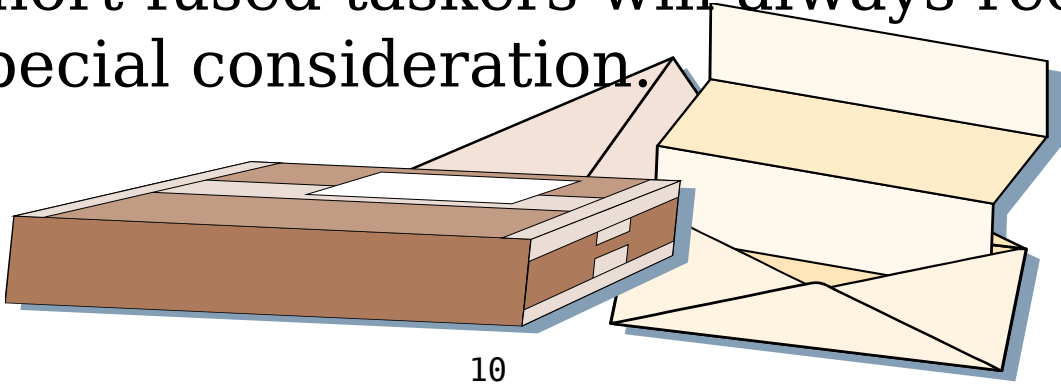
MAILOUTS

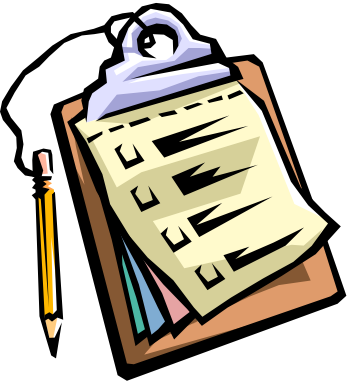
All HQMC staff agencies located in
National Capital Region mail class
information through the CMCC, ro
2107, Navy Annex.

All classified material will be regis
through the U.S. Postal Service.

Agencies will provide mail request
classified information to the CMC

Short-fused taskers will always rec
special consideration.





IPSP

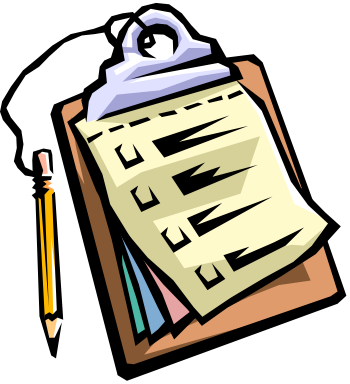
INFORMATION AND PERSONNEL SECURITY PROGRAM (IPSP)

Checklist used for IPSP Inspections is ou
annually in a Security Manager's Note. C
criteria: mission capable or non-mission

Two day advance notice of the inspection
sent via an e-mail to the Security Manage
Assistant Security Manager.

Agencies that are a NATO Control Point w
inspected with the checklist from MCO 5
in conjunction with the IPSP.

Assist visits/inspections will be handled c
case basis up until time of notification. S
Managers are to contact the HQMC Secu
or Operations Chief to make arrangemen



USI

UNANNOUNCED SECURITY INSPECTIONS

Checklist for USI Inspection is outlined a
in a Security Manager's Note.

This security awareness tool is intended t
the number of security violations within a

USI are conducted; during working hours
working hours, during lunch, or weekend

USIs are viewed for compliance during th

What USI Inspectors look for:
Computers (logged in unattended)
FAX machines (properly marked)
Phones (properly marked)
Printers (properly marked)

WORKING PAPERS

Do not need to be controlled for the
180 days in ASCP.

Three types of working papers:

- personal notes;
  - date upper right hand c
  - overall classification ma
- messages;
  - use date time group
- SIPRNET/GCCS;
  - use date printed on bott
  - of the page.

NOTE: 181st day docum
are required to be ente
into ASCP.

REPRODUCTION MACHINE

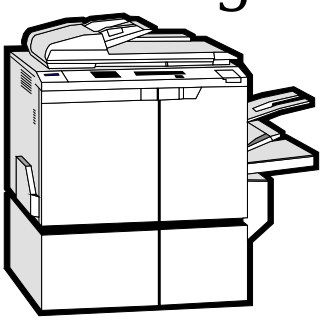
Reproduction Officer must be desig
writing, per MCO P5510.18A.

Authorization is required from the
Reproduction Officer prior to makir
copies of a classified document.

Copies must be made on an approp
cleared machine.

Document copied must be entered i
reproduction log for that agency.

Waste or paper jam sheets must be
destroyed. Dispose via burn bag or
shredder.



COMMUNICATIONS SECURITY

The HQMC Electronic Key Management Systems (EKMS) Manager is your number one source for all Communications Security Material functions. The Communications Material Systems 21 Manual (CMS-21A) provides the minimum policies and procedures for issuing, accounting, handling, safeguarding, and disposing of Communications Security Material.

The HQMC EKMS Program provides:

Key Management Services.

Secure Telephone Support .

Accounting, Issuing, Handling, and Safeguarding of COMSEC Material.

Policy and directive guidance.

Fortezza Card administration.

Report all COMSEC related incidents to the HQMC EKMS Manager at (703) 614-2305 or your local Security Manager immediately.

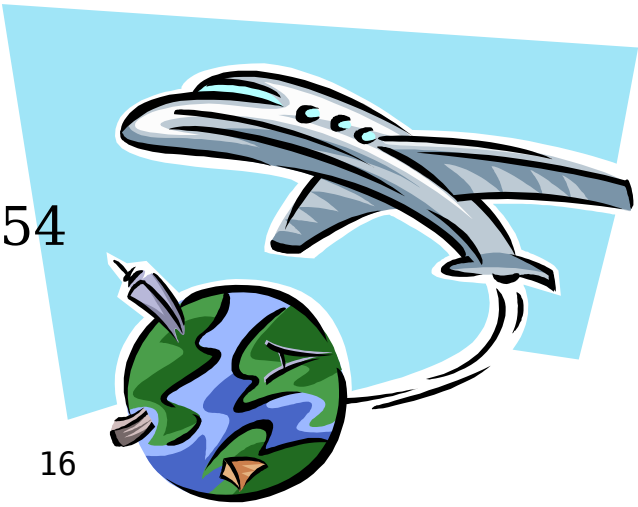
FOREIGN TRAVEL BRIEF

Per DOD Instruction 2000.16

Foreign travel briefs are required for all D
personnel, civilian and military, traveling a
TAD, PCS, or on leave.

Medium or high threat level areas require
survival brief. This brief provides specific
information for the area to be visited.

Briefs are given every Wednesday at 1300
room 2107, Navy Annex. 24 hours advanc
notice is required for ARS to properly prep
country specific brief.



(703) 614-2305/2154

SECURITY TRAINING

Annual training requirements outlined in SECNAVINST 5510.30A are incorporated into the CE Brief for Headquarters Marine Corps.

CE BRIEF consists of:

Security Orientation/Refresher Brief	(ARS SECURITY)
Antiterrorisms/Force Protection Brief	(ARS SECURITY)
Counterespionage Brief	(NCIS AGENT)

Briefs at the Pentagon will be in room 5A1070.
Briefs at the Navy Annex will be in room 2201.

A Security Newsletter publishes a schedule of briefing dates for each year.

Security Managers and Assistant Security Mana
afforded an opportunity to attend Security Mana
provided by the Naval Criminal Investigative Se
Training Team. These courses are provided thro
year at different locations, one class is at the Na
The course covers responsibilities of the Securit
Assistant Security Manager, to include, Originat
Classification Authority, Marking, Declassificati
requirements, Control and Accountability, Educ
Training, Personnel Security, and Information S
Agencies are responsible for TAD cost associate
Security Manager's Cours

THREAT CONDITIONS (THREATCON)

ARS Security Officer will notify all Agency's Securi
Managers, Assistant Security Managers, and admin
of change in THREATCON via e-mail.

Defense Protective Service (DPS) assigns
the threat condition for the National
Capital Region (NCR).

NORMAL - GENERAL THREAT
ROUTING SECURITY
ALPHA - GENERAL THREAT
UNPREDICABLE
BRAVO - INCREASE THREAT
PREDICABLE
CHARLIE - THREAT OCCURS
NOT IMMEDIATE AREA
DELTA - TERRORIST ATTACK
IMMEDIATE AREA

MCO 3302.1C has detailed THREATCON informat

SECURITY VIOLATIONS

A security violation is the possible loss or
compromise of classified information som
entrusted to protect.

The following are common security
Violations throughout Headquarters

- Unsecured rooms
- Unsecured Level III restricted area
- Classified over unclassified FAX
- Classified over unclassified LAN
- Classified sent in guardmail
- Improper mailouts

Report all compromises/violations to the A
Security Manager or Assistant Security M
who in turn must notify the HQMC Securi
Officer at 614-2320 who will initiate a Pre
Inquiry.